

OTE 82-1115

9 December 1982

MEMORANDUM FOR: Senior Training Officer, DDA

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FROM:
Executive Officer, OTE

SUBJECT: Estimated Requirements for Backlogged Courses

REFERENCE: Memorandum to DDA Training Officers from
TO/CMO/DDA, dated 24 November 1982, Subject:
Request for Estimated Requirements for "Backlogged"
Courses

The Office of Training and Education's anticipated requirements
for the Backlogged Courses through the end of March 1983 are:

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Briefing Techniques Course
Counseling Course
Effective Employee Course
Effective Written English
Leadership Styles and Behavior
Management Development Course I
Management Development Course II
Proofreading
Writing for CIA



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